



Thank you for your interest in requesting use of the facilities at the Hampton Roads AREC.

Facilities

Classroom 125:

Side A – conference style setup, accommodates 20-30, computer & projector, slide remote, Polycom video conferencing system

Side B – classroom style setup, accommodates 22-30, computer (can connect personal computer) & projector, slide remote, podium

A & B combined – with tables accommodates 46, without tables 90

Classroom 200: Conference style setup, accommodates 20, computer & projector

Classroom 204: Classroom setup, accommodates 20

AREC grounds: Handled on a case by case basis

Reservation Procedures

Classrooms

- Complete the attached reservation request form.
- E-mail the request form to Ava Butler, aborden@vt.edu or complete and turn in a hard copy.
- If approved, reservations will be confirmed via e-mail from Ava.
- Special arrangements for use of classrooms outside of regular office hours (8-5 M-F) will be coordinated through Ava on a case by case basis.
- Minors cannot be left unattended. They must be under adult supervision at all times.
- Rooms should be returned to the original setup at the end of the event.
- Event must have a connection to the HRAREC or the horticulture industry.

Grounds (including tours)

- Contact Dr. Laurie Fox, ljfox@vt.edu, 757-363-3807
- Use of AREC grounds is coordinated on a case by case basis



Facilities Request Form – Hampton Roads Agricultural Research and Extension Center

Organization: _____

Contact: _____
Name Phone number Email address

Event: _____

Connection of the event to the HRAREC or the Horticulture Industry:

Room request: _____

Will outside areas be used? _____ If so, list area: _____

Date of event: _____ Time of event: _____

Will a building key be needed? _____ Who will be responsible for the key? _____

Special requests: _____

HRAREC faculty or staff sponsor (optional but suggested): _____

Will a donation be made to support the activities and maintenance of the HRAREC? _____

(Make checks for any donations payable to the Virginia Tech Foundation)